

DEPARTMENT OF TRANSPORTATION

DISTRICT/REGION _____ CONSTRUCTION DIVISION

_____ FIELD CONSTRUCTION OFFICE

_____ STREET ADDRESS

P. O. BOX _____

CITY _____ STATE, _____ ZIP CODE _____

PHONE (____) _____-_____

FAX (____) _____-_____

TTY (____) _____-_____



*Flex your power!
Be energy efficient!*

Dated: _____

_____, Contractor
_____, Street Address
_____, City, State, Zip

Re: Ordered work of the engineer / authorization to proceed

In accordance with the provisions of Section 4-1.03, "Changes," of the *Standard Specifications* you are hereby _____ to perform the following work:
(ordered / authorized)

The cost of this work is estimated to be \$_____ using
the _____ method of payment.
(extra work at force account / increased or decreased quantities)

The estimated time to complete this work is _____ working days. This work _____
(is/is not)
expected to affect critical path schedule for this project; therefore an increase of _____
working days is anticipated.

Contract change order number _____ is reserved for this work, and will be submitted for
your approval within _____ working days of this order/authorization to proceed. Please
execute and return the change order within _____ working days of this dated letter. If this
change order is not returned within _____ working days of the date of this letter, a unilateral
contract change order will be processed in accordance with Section 4-1.03A, "Procedure and
Protest," of the *Standard Specifications*.

Very truly yours,

Resident Engineer